



DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

Planning Division

MEMORANDUM

TO: Laurel Lunt Prussing, Mayor
FROM: Elizabeth H. Tyler, FAICP, Director
DATE: May 5, 2011
SUBJECT: Involuntary Annexation of 13 parcels in the Scottswood Subdivision

Introduction and Background

City staff is requesting that the City Council consider the attached notice of intent to annex 13 contiguous parcels of land which are now wholly surrounded by the City of Urbana. These properties are generally located in eastern Urbana, southwest of the intersection of S. Dodson Drive and E. Main Street.

Table with 2 columns: ADDRESS and PROPERTY IDENTIFICATION NUMBER (PIN). Lists 13 parcels with their respective addresses and PINs.

A Notice of Intent to Annex (Exhibit B) is required because the properties are proposed to be annexed under the "non-voluntary annexation" process allowed by State law. The properties contain 3.014 acres, plus 0.09 acres of Elm Street Right-of-Way. Ten of the properties are located in Scottswood Third Subdivision and have each been developed with a single family home. Three of the properties have not been platted as part of a subdivision. Two of the non-platted properties contain single-family homes. The third is undeveloped and is considered part of a zoning lot with 113 S Dodson Drive. City staff is proposing to initiate annexation of the properties as they have recently become wholly surrounded by the corporate limits of the City of Urbana. Section 7-1-13 of the Illinois Municipal Code permits a municipality to cause annexation of unincorporated territory of 60 acres or less that are wholly

surrounded by the corporate boundaries of the municipality. The right-of-way in front of the property has already been annexed into the City.

The following steps will be taken as part of this process:

- May 9, 2011 Committee of the Whole – motion for Council directing the City Clerk to publish Notice of Annexation
- May 11, 2011 Letter to property owners outlining annexation process, providing annexation information sheet, and announcing date of an informational meeting
- May 16, 2011 City Council – cause notice of intent to annex
- May 25, 2011 Meeting with property owners
- June 13, 2011 Committee of the Whole – opportunity for public input and motion on annexation ordinance
- June 20, 2011 City Council – action on annexation ordinance

City staff is working to annex the properties by June 30, 2011. The City will receive property taxes for fiscal year 2011 payable in 2012 for properties annexed and properly recorded with the Champaign County Recorder of Deeds by that date.

## **Discussion**

On July 19, 2010, the City Council annexed 203 South Dodson Drive (Ordinance No. 2010-07-055). The annexation of this property caused the subject properties to be wholly surrounded by Urbana corporate limits. This creates an “island” of unincorporated property which is less than 60 acres in area. Under Illinois State Statute, the City can proceed to annex such properties. The City has been pursuing “filling in” small, unincorporated gaps for a number of years in order to provide improved emergency response and to reduce confusion for service providers—such as police, fire, and public works. In addition to improved service coverage, the City is already maintaining the street in front of the properties, even though there are no City properties on either side.

The subject properties are located on the east side of Weaver Park. Annexation into the City would also allow the properties to be annexed into the Urbana Park District. Weaver Park is currently in development to be an extension of the athletic complex at Brookens Gym and Prairie Fields. When complete it will have baseball and softball fields and soccer fields.

The properties are currently zoned Champaign County R-2, Single Family Residence, and will automatically convert to City R-2, Single Family Residential zoning upon annexation. The 2005 Urbana Comprehensive Plan identifies the Future Land Use for these properties as residential (Future Land Use Map #7), which is consistent with the proposed City zoning.

## **Involuntary Annexation Procedure**

Per Illinois State Statute, a “Notice of Intent to Annex” (see Exhibit B) must be approved by the City Council to initiate annexation. The Committee of the Whole should consider whether or to forward the notice to City Council, which would then vote whether to cause notice. Once the notice is approved, the City Clerk will publish the notice in the News-Gazette at least 10 days before the Committee of the Whole meeting where the annexation petition will be considered. The remainder of the annexation

process is then the same as for a voluntary annexation petition, with the Committee of the Whole considering the annexation for final vote by the City Council.

## **Fiscal Impact**

The City of Urbana will benefit from the annexation of the properties through the receipt of property taxes. The costs to the City will include taking on a small amount of additional responsibilities for City services, including Police and Fire. In terms of street maintenance, the City will not incur additional responsibilities as the street is already within Urbana City Limits.

## **Recommendation**

Staff recommends that the Committee of the Whole forward the attached “Notice of Intent to Annex” to the City Council’s regular meeting on May 16, 2011, directing staff to cause public Notice of Intent to annex the subject properties.

Prepared by:

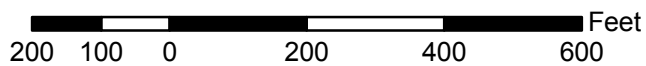
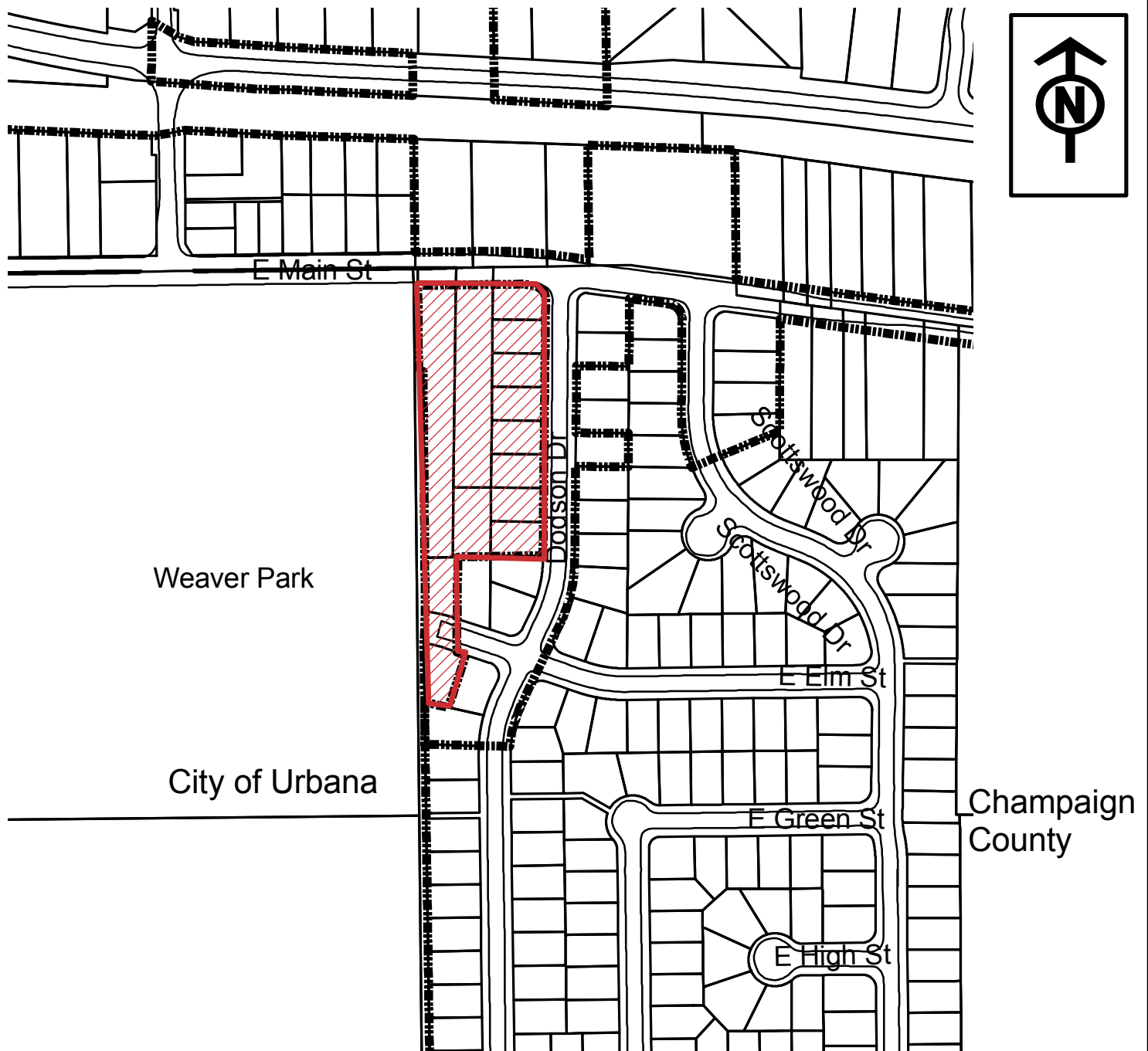
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Rebecca Bird, Planner I



Attachments:     Exhibit A: Location Map  
                         Exhibit B: Notice of Intent to Annex

cc:     John Hall, Champaign County Planning and Zoning Department  
         Vicki Mayes, Urbana Park District

# Location & Aerial Map



Annexation No: 2011-A-01  
Subject: Involuntary Annexation of 13 parcels  
in the Scottswood Subdivision  
Petitioner: Zoning Administrator

-  Subject Properties
-  Urbana Corporate Limits



**DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES**

*Planning Division*  
**400 S. Vine Street**  
**Urbana, IL 61801**  
**(217) 384-2440**

June 2, 2011

**NOTICE OF INTENT TO ANNEX**

Pursuant to Section 7-1-13 of the Illinois Municipal Code, notice is hereby given that the annexation of the wholly bounded territory described below is contemplated by the Corporate Authorities of the City of Urbana, Illinois, and that they propose to consider and take action on an ordinance annexing such territory at a regular meeting of the Urbana City Council to be held on June 20, 2011, at 400 S. Vine Street, Urbana, Illinois. 61801.

The territory under consideration consists of thirteen contiguous tracts of property located in Urbana Township, Champaign County, Illinois, totaling approximately 3.014 acres, plus 0.09 acres of Elm Street Right-of-Way, and being more commonly known as:

ADDRESS	PROPERTY IDENTIFICATION NUMBER (PIN)
103 S DODSON DR	30-21-15-126-007;
105 S DODSON DR	30-21-15-126-008;
107 S DODSON DR	30-21-15-126-009;
109 S DODSON DR	30-21-15-126-010;
111 S DODSON DR	30-21-15-126-011;
113 S DODSON DR	30-21-15-126-012 and 30-21-15-126-016;
115 S DODSON DR	30-21-15-126-013;
2401 E ELM ST	30-21-15-127-001;
2402 E ELM ST	30-21-15-126-004;
2315 E MAIN ST	30-21-15-126-002;
2319 E MAIN ST	30-21-15-126-017 and
2323 E MAIN ST	30-21-15-126-006.

The territory to be annexed is legally described as follows:

A part of the Northeast Quarter of the Northwest Quarter of Section 15, Township Nineteen North, Range 9 East of the Third Principal Meridian, Urbana Township, Champaign County, Illinois, being more particularly described as follows:

That part of the Northeast Quarter of the Northwest Quarter of Section 15, Township Nineteen North, Range 9 East of the Third Principal Meridian, in Champaign County, Illinois, described as follows:

All except the East 70 feet thereof, commencing near the center of the road at the Northwest corner of the East one-half of the Northwest Quarter of Section 15, Township 19 North, Range 9 East of the Third Principal Meridian, thence East along the Section line 8 feet to a point of beginning; thence South parallel with the said West line of the

East one-half of the Northwest Quarter of said Section 15, 200 feet; thence East 8.5 feet; thence South parallel with the said West line of the East half of the Northwest Quarter of said Section 15, 352 feet; thence Easterly 125.5 feet; thence Northerly 553.5 feet to the said Section line; thence West along said Section line, 142 feet to the place of beginning, in Champaign County, Illinois.

Except;

The Main Street Right of Way lying within the above described tract.

Commonly known for reference as 2315 E. Main Street and also identified as Parcel Index Number 30-21-15-126-002.

AND;

Part of the North East  $\frac{1}{4}$  of the North West  $\frac{1}{4}$  of Section 15, Township 19 North, Range 9 East of the Third Principal Meridian, in Champaign County, Illinois, described as follows:

The East 70 feet, except the South 126 feet of the East 70 feet of the following property:

Commencing in the center of the road at the North West corner of the East  $\frac{1}{2}$  of the North West  $\frac{1}{4}$  of said Section 15 thence East along said Section line 8 feet for a point of beginning; thence South parallel with the West line of the East  $\frac{1}{2}$  of the North West  $\frac{1}{4}$  of Section 15, 200 feet; thence East  $8\frac{1}{2}$  feet; thence South parallel with said West line of the East  $\frac{1}{2}$  of the North West  $\frac{1}{4}$  of Section 15, 352 feet; thence East  $125\frac{1}{2}$  feet; thence North  $553\frac{1}{2}$  feet to the section line; thence West along said section line, 142 feet to the point of beginning, in Champaign County, Illinois.

Except;

The Main Street Right of Way lying within the above described tract.

Commonly known for reference as 2319 E. Main Street and also identified as Parcel Index Number 30-21-15-126-017.

AND;

Part of the Northeast Quarter of the Northwest Quarter of Section 15, Township 19 North, Range 9 East of the Third Principal Meridian, Champaign County, Illinois, described as follows: The South 126 feet of the East 70 feet of the following described property:

Commencing in the center of the road at the Northwest corner of the East Half of the Northwest Quarter of said Section 15; thence East along said Section line 8 feet for a point of beginning; thence South parallel with the West line of the East Half of the Northwest Quarter of Section 15, 200 feet; thence East  $8\frac{1}{2}$  feet; thence South parallel with the said West line of the East Half of the Northwest Quarter of Section 15, 352 feet; thence East  $125\frac{1}{2}$  feet; thence Northerly  $553\frac{1}{2}$  feet to the Section line; thence West along said Section line 142 feet to the place of beginning, in Champaign County, Illinois.

Commonly known for reference as 113 S. Dodson Drive and also identified as Parcel Index Number 30-21-15-126-016.

AND;

Lots 114, 115, and Lots 119 through 126 inclusive, of Scottswood Third Subdivision, as shown on a plat recorded in Plat Book "N" at page 132 in the Office of the Recorder of Deeds, Champaign County, Illinois.

Commonly known for reference as 2401 and 2402 East Elm Street, 2323 East Main Street, 103, 105, 107, 109, 111, 113 and 115 South Dodson Drive and also identified as Parcel Index Number 30-21-15-127-001, 30-21-15-126-004, 30-21-15-126-006, 30-21-15-126-007, 30-21-15-126-008, 30-21-15-126-009, 30-21-15-126-010, 30-21-15-126-011, 30-21-15-126-012 and 30-21-15-126-013

Said annexation containing 3.014 acres, more or less, all situated in Urbana Township, Champaign County, Illinois.

Together with the following described adjacent public Right-of-Way which is by operation of the law, automatically annexed with the adoption of an annexation ordinance pertaining to these tracts:

That portion of the Elm Street right-of-way, not previously annexed to the City of Urbana, lying adjacent to the herein annexed tracts, being sixty feet (60') in width and encompassing 0.090 acres, more or less.

If you have any questions regarding the annexation, please contact Rebecca Bird at 217-384-2440 or [rbird@urbanaininois.us](mailto:rbird@urbanaininois.us).

Thank you.

Phyllis D. Clark, City Clerk